



MINUTES OF THE MEETING

Subject	Optional clarification meeting and site visits for the works contracts
Project	Establishment of Regional Waste Management System for the City of Novi Sad and Municipalities of Bačka Palanka, Bački Petrovac, Beočin, Žabalj, Srbobran, Temerin and Vrbas Lot 1: Construction of the Regional Waste Management Centre in the City of Novi Sad Lot 2: Construction of the Transfer Stations in Municipalities Vrbas and Bačka Palanka
Tender Reference	EC-NEAR/BEG/2024/EA-OP/0002
Clarification meeting venue	Assembly of the City of Novi Sad, Blue hall, 2 Žarka Zrenjanina St, Novi Sad
Date and time of the clarification meeting	1 July 2024, 10:00 h
Participants:	Representatives of the following companies: VGP Drava Ptuj SET doo Šabac IBI SpA Ogranak Kostak DD PROCON BJ GAT DOO Faculty of Technology Representative of Delegation of the European Union to Serbia Representatives of EU PPF 9 Project Preparation Facility Representatives of City Administration of the City of Novi Sad Representatives of Ministry of Environmental Protection Representatives of Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes

NOTE: The personal details of the participants cannot be published due to the provisions of the legislation regarding data protection



Agenda

10:00 – 10:15	Registration
10:15 – 10:30	Opening of the meeting and welcome words Member of the city council, city of Novi Sad
10:30 – 11:00	Presentation of the Project PROCEDURAL DETAILS - Ministry of Finance - Department for Contracting and Financing of EU Funded Programmes (CFCU), Division for Tender Preparation and Project and Contract Management TECHNICAL PARTS OF THE PROJECT – Technical Assistance, EU PPF 9 team
11:30 – 11:50	Site Visit, Novi Sad, bb Temerinski Put St.
12:30 – 12:45	Site Visit, Transfer Station in Vrbas, bb Milivoja Čobanskog St.
13:30	Site Visit, Transfer Station in Bačka Palanka, bb Novosadski Put St.



MINUTES OF THE INFORMATION MEETING

On behalf of the End Recipient of the Project, Ms Mira Radenović, a member of the City Council of the City of Novi Sad responsible for property, property legal affairs, environmental protection, energy efficiency and sustainable development opened the meeting, welcomed the participants and introduced the agenda of the clarification meeting and site visits.

The Project Manager in the Division for Tender Preparation and Project and Contract Management and representative of the Contracting Authority, Ministry of Finance, Department for Contracting and Financing of EU Funded Programmes (CFCU), Mr Saša Marković presented the procurement procedures and the overall context of the project implementation, as well as the main parties in the project implementation. The participants were informed that any questions related to technical and/or legal aspects of the tender dossier and site visit must be submitted in writing through the F&T portal, as described in the tender dossier that the Contracting Authority shall issue official answers, as indicated in the tender dossier. Only these answers shall be considered as official answers of the Contracting Authority. Mr Marković reminded the participants on the Corrigendum No.1 to the Contract Notice and to the Tender Dossier published on 21 June 2024 (see *PowerPoint Presentation "RWMC Novi Sad – procedural details"*)

The presentation of the technical part of the tender dossier was done by Mr Miodrag Uljarević, Deputy Team Leader of the EU PPF9 project. The technical presentation included a brief overview of the project area and scope of the works for each lot of the works contract (see *PowerPoint Presentation "RWMC Novi Sad – technical part"*).

After the technical presentation participants were invited to raise questions.

The following questions were posed during the clarification meeting:

1. *How the evaluation and award of the contract will be carried out?*

Representative of the Contracting Authority explained that the most economically advantageous tender is the technically compliant tender with the lowest price as stated in the Instruction to Tenderers.

2. *What are and where the requirements to be followed are described?*

The scope of the works and requirements are described in the Employer Requirements and General Technical Specifications for each lot of the works contract.



3. *Is the Preliminary Design available?*

The Employer Requirements are fully in line with Preliminary designs. However, the Contracting Authority will officially publish the time and the location where Preliminary Design will be available for review to all interested potential tenderers well as the name of the contact person.

Site visit at the location envisaged for construction of a sanitary landfill in Novi Sad was started at 11.30 (at the address Temerinski put bb).

The following question was posed during the site visit:

1. *Where are the boundaries of the complex of the facilities?*

The consultant showed the boundaries of the complex to interested bidders. Also, it was explained to them that the boundaries of the complex are visible in the graphic drawings which are part of the Tender dossier.

The site visit at the location envisaged for the transfer station in the municipality of Vrbas started at 12.30 (at the address Milivoja Čobanskog bb).

The following question was posed during the site visit:

1. *Where are the boundaries of the complex of the facilities?*

The consultant showed the boundaries of the complex to interested bidders. Also, it was explained to them that the boundaries of the complex are visible in the graphic drawings which are part of the Tender dossier.

None of the potential tenderers attended the site visit at the location envisaged for the transfer station in the municipality of Bačka Palanka.